



Capalaba State College Parents & Citizens Association

P&C President: Desma Hsu
president@capalabascpandc.com.au

Minutes for General Meeting

Date: 23rd November 2020
Time: 7:00pm
Where: Online via TEAMS
A/Chair: Cassandra Aldcroft

Agenda Item	ACTION
<p>1. Meeting Opening</p> <p>Welcome</p> <p>Apologies</p>	<p>Quorum: Yes Meeting opened: 7.01pm Attendees: Cassandra Aldcroft (A/Chair), Desma Hsu, Michelle Martin, Chris Webster, Rebecca Grugan, Lachlan Thatcher, Trish Biggs, Carlie Freeman, Lorraine Eggers, Celena Stephen. Apologies: Angela Burrows, Cathy Howie, Stuart Greenway, Riona Robinson, Karen Purdy, Brian Gleeson, Brad Aldcroft, Brad French.</p>
<p>2. Confirmation of minutes from previous meeting</p> <p>2.1 October 2020 Minutes – see Att 1</p>	<p>Amendments: Nil objections to the minutes as tabled.</p> <p>Approved: Y</p>
<p>3. Matters arising from previous meeting</p> <p>3.1 Containers 4 Change update</p> <p>3.2 Krispy Kreme update</p> <p>3.3 World Teacher’s Day Cake Delivered 30/10/20</p> <p>3.4 Discretionary Fund update</p> <p>3.5 P&C addition to College Newsletter in October</p> <p>3.6 Plaques for buddy bench and water cooler</p>	<p><u>3.1 Containers 4 Change update</u> As per previous meeting we are going with Advance Metal Recyclers (AMR) and we need to progress conversation with them. A volunteer is needed to take over the Containers for Change program for next year. This would involve working with Carlie F and AMR with the process of having the bins placed, maintained, and regularly emptied as well as maintaining our relationship with AMR. Carlie F mentioned importance of area around it being clean for safety issues. Agreed that even if bins are not full, they need to be emptied regularly for hygiene purposes.</p> <p><u>3.2 Krispy Kreme Update</u> Krispy creams are now not offering the Christmas fundraiser this year so this proposed fundraiser will not be going ahead.</p> <p><u>3.3 World Teacher’s Day Cake Delivered 30/10/20</u> Quoting error by Woolworths in our favour, to compensate Woolworths only charged \$66 combined for both cakes. Special thanks to Carlie F for arranging the order, Lorraine for collecting and delivering and to the entire P&C for funding.</p> <p><u>3.4 Discretionary Fund update</u> Lachlan – formal arrivals and Year 12 graduation were live streamed using the new equipment received through this funding. Positive feedback about how professional this looked. Library trolley not arrived yet. Once all have arrived the College will share photos on the College Facebook page. Action: Lachlan to post photos of items once they have all arrived to help promote the P&C.</p> <p>This is welcomed by the P&C as we often receive feedback that College community want to know what we are doing and giving back to the College.</p> <p><u>3.5 P&C addition to the College Newsletter in October</u> Reported that the P&C add to the newsletter – including book fair, uniforms and the fundraising working group.</p> <p><u>3.6 Plaques for buddy bench and water cooler</u> Provider came on site and viewed the buddy bench and water cooler and is aware what needs to be provided. Carlie F mentioned needs to install by the provider. Cass mentioned this installation will likely be at an additional cost so will need to be</p>

	<p>an executive decision outside of a meeting. Action: Cass to follow up plaque outcome with provider.</p>
<p>4. Correspondence Refer to Register – see Att 2</p>	<p>Correspondence relating to the advertising for a new Road Crossing Supervisor was actioned – the College asked the P&C to post on the P&C Facebook page.</p> <p>Carlie F mentioned position has closed and expressed thanks for the P&C’s help to advertise.</p> <p>Nil other actions required. Correspondence Register accepted as tabled.</p>
<p>5. Table Executive Committee’s Report and decisions (if any) – see Att 3</p> <p>5.1 To reimburse outstanding personal reimbursements for swim club canteen</p> <p>5.2 To purchase the 2020 Year 12 Graduation garden shrub</p>	<p>Exec Report Notes: Two exec decisions tabled. Additional decision tabled (not within report) – to approve the expenditure of \$31.74 on 100x plastic carry bags and 500x flat white paper bags. The urgency due to packaging required for book fair and book club. Packaging can also be used for other P&C events such as the Mother’s and Father’s Day stalls.</p> <p>Trish asked why the Year 12 shrub purchased was different than what had been provided in previous years. Lachlan advised that the College is working with IndigiScapes to choose plants across the whole college that are low allergy, low pollen, and low scent. This shrub was chosen based on their recommendations.</p>
<p>6. Treasurer’s Report and Financial Statement Any business arising from Treasurer’s Report and Financial Statement: <i>See attached treasurer report – see Att 4</i></p>	<p>Treasurer Notes: As of 31st October 2020, overall P&C Association closing balance \$38, 857.44. Particulars detailed in Treasurer’s report. Report tabled.</p>
<p>7. Sub-Committee Reports and Financial Statements Any business arising from Sub-Committee Reports and Financial Statements Swim Club Subcommittee – see Att 5</p>	<p>Swim Club Notes: Approved the expenditure of \$98 to renew Lorraine Eggers’s food safety qualifications; reimbursement of \$113.30 to Brad Aldcroft for Facebook marketing; issuing of \$15 credit/fully paid swimmer, to be used by end of season. Nil objections. Particulars in Swim Club report. Report tabled.</p> <p>Lorraine and Celena would like to be part of the school's CPR training. Carlie F mentioned that would be able to be done, P&C would need to pay.</p> <p>Action: Carlie F will provide details for Lorraine and Celena to register.</p> <p>Celena also asked the school if it was ok to put a swim club flyer in the prep packs and in teacher pigeonholes at the end of term 4? - yes this is ok.</p> <p>Trish asked about who would be receiving the compensation of \$15 canteen voucher. Celena clarified 1 voucher per paid registered swimmer to be used by the end of season. This is to compensate for the swim nights missed this season due to pool maintenance issues. Lorraine added this will also help offset losses from the canteen though loss of sales. Chris queried why this needed to be a motion, general comments from members to leave as a motion to err on the side of caution.</p> <p>Motion – To approve spending on \$98 to renew Lorraine’s Food Safety Training through CTA Training Specialists. Moved by: Celena Stephens Any objections: N Approved: Y</p> <p>Motion – To approve the reimbursement of \$113.30 to Brad Aldcroft for Facebook marketing. Moved by: Celena Stephens Any objections: N Approved: Y</p> <p>Motion – To approve the issuing of a \$15 canteen credit per paid registered swimmer to be used by the end of season. This is to compensate for the swim nights missed this season due to pool maintenance issues.</p>

	<p>Moved by: Celena Stephens Any objections: N Approved: Y</p>
<p>8. Other Reports</p> <p>8.1 College Principal Report – <i>see Att 9</i></p> <p>8.2 Grants Working Group – <i>see Att 6</i></p> <p>8.3 Fundraising Working Group – <i>see Att 7</i></p> <p>8.4 Second-Hand Uniform Shop</p> <p>8.5 Scholastic Book Club</p> <p>8.6 Student Banking</p>	<p>Principal Notes: Lachlan discussed as per attached Principal’s report provided for the minutes.</p> <p>Grants Notes: Rebecca Grugan gave a summary of the tabled report. Also reported volunteer grant application successful (value \$2958.) Cass reported items considered when applying for the volunteer grant were the secretary laptop, foldable trestle tables, and fridge. With the return of the P&C fridge from Swim club other items will be identified. Grant report tabled.</p> <p>Fundraising Notes: Report tabled. Trish and Celena mentioned their kids really loved the NAIDOC week activities. Lorraine also commented on how well received and run the activities were.</p> <p>2nd Hand Uniform Shop Notes: Seeking donations and volunteers to be able to open in line with college uniform shop prior to school resuming. Action: Desma to send more information about dates and times where help is required, in a separate email.</p> <p>Lorraine suggested sending out information/marketing through the Facebook pages re donations and consignments as this is the time of year kids have grown out of uniforms. Lachlan offered for the College to share the Facebook post if we let him know when the P&C posts. Action: P&C executive to arrange a Facebook post for old uniform donations to the second-hand uniform shop.</p> <p>Lorraine asked if we have a box in senior campus office for students to drop off uniforms. Lachlan said that he didn’t want parents dropping uniforms off but agreed that we could work something like this out for students to drop off old uniforms.</p> <p>Cass asked the College what happens to unclaimed lost property. Lachlan confirmed that lost property not named are traditionally given to students who cannot afford their own. Carlie F talked about the uniform exchange for student who arrive at school in the incorrect uniform.</p> <p>P&C currently has a box of free uniforms in the second-hand stock that may need repair or not be in saleable condition. Action: Desma to work with the college to look at moving this box to the College to use as part of their donatable items.</p> <p>Book Club Notes: Issue 8 closed with \$334 = \$67 in rewards. Book Club 2020 has generated \$844.50 in rewards for the college.</p> <p>Book Fair ends on Thursday. Difficult due to lack of parents visiting – lost the community connection side of the event. Have booked 2021 in May to coincide with National Simultaneous Story time. P&C to work with College in ways to make the 2021 great and connected to the community. Cass suggested maybe we could look at live streaming from the College Book Fair the reading of the national simultaneous story time book.</p> <p>Cass asked the College about sharing with parents what rewards the school receives from book club. Lachlan suggested making it a newsletter item that they take photos of the reward orders when they arrive. Action: Lachlan to include this as a standard newsletter item.</p> <p>Student Banking Notes: Student banking concludes Week 8, with the last banking this Wednesday. Set to resume banking Week 2, Term 1, 2021 with new volunteers needed. Special thanks to the very dedicated team of volunteers who make sure this program runs for the students.</p> <p>Motion – To accept and approve all reports presented at the general meeting: Executive, Treasurer, Swim Club, Principal, Grants, Fundraising, 2nd Hand Uniform Shop, Book Club, Student Banking.</p> <p>To be moved by: Michelle Martin</p>

	<p>Any objections: N Approved: Y</p>
<p>9. Motions on Notice</p> <p>9.1 Schedule the 2021 AGM Monday 22nd March – see Att 8</p>	<p><u>9.1 Schedule the 2021 AGM Monday 22nd March</u></p> <p>Proposal to move the AGM from February to March. Summary of points:</p> <ul style="list-style-type: none"> • For planning purposes, it makes sense to finish Term 1 before switching over • Closer to end of swim club season, so a cleaner change of officers as opposed to during the second half of season • Gives time at the beginning of the year to promote P&C, introduce the idea to new families and then start identifying persons we can approach to consider putting their hand up for roles. • Submit the draft planning documents for Term 2 2021 – Term 1 2022 at the February meeting for discussion before ratifying at the AGM the next month. <p>Trish mentioned the reasons for AGM originally being moved to February was as it felt it was best to have the AGM as close as possible to the start of the year.</p> <p>Lachlan expressed that, next year in particular, it would be wise to give the whole college community a chance to settle in and take our time making informed decisions about how the rest of the year looks.</p> <p>Desma reporting coming in February in the middle of everything was difficult as there was not the opportunity to plan for Term 1 as the team were trying to settle into the positions. She felt that having a plan in place for Term 1 before a handover would be beneficial.</p> <p>Rebecca expressed that she felt it made sense to wait and run Term 2 to Term 1, we can plan now at this time for term 1.</p> <p>Michelle mentioned that coming into the exec team later on it was very beneficial to have someone who was able to give her the time to get her up to speed, especially having a child who was starting Prep she supports a later AGM.</p> <p>Motion: To endorse the scheduling of the 2021 Capalaba State College P&C Annual General Meeting to be held Monday 22nd March 2021 at 7pm. Moved by: Desma Hsu Any objections: N Approved: Y</p>
<p>10. New and General Business</p> <p>10.1 Draft 2021 Strategic Plan – call for input</p> <p>10.2 Report on the 2020 Student Resource Scheme and ratification of the 2021 Scheme – Carlie F</p>	<p><u>10.1 Draft 2021 Strategic Plan – call for input</u></p> <p>Call for input. Nil received. Draft plan to be distributed for comment February 2021. No Draft available – any suggestions - nil</p> <p><u>10.2 2020 SRS Report, 2021 SRS ratification</u></p> <p>Agenda item – Carlie Freeman. Carlie F presented from papers that were emailed to the P&C members this morning</p> <p>1) Report documents for 2020 SRS. Motion: To endorse the 2020 Student Resource Scheme Report. Any objections: N Endorsed: Y</p> <p>2) Documents for 2021 SRS. Copy of fee structure on website and in the office as hard copy. Carlie asked for P&C to encourage all families to participate in the Resource scheme. It is exceptional value for the families and assist staff and students to makes sure all students have the same textbooks and resources. Ipads are not part of the resource scheme but the digital learning and textbooks are. Motion: To endorse the 2021 Student Resource Scheme.</p>

Moved by: Carlie Freeman

Any objections: N

Endorsed: Y

College Uniform Shop Opening Hours (email)

Carlie F asked the P&C if she could talk about the uniform shop at this point in Agenda. Nil objections.

Trailing new system in 2021. URL for parents to log on for bookings will be advertised through the College website and via email.

Uniform shop this time will operate for an extra week next year due to the large amounts of new enrolments. This may not happen every year due to staffing.

Starting from 11 January there will be 3 rooms running on senior campus. Booking are necessary as unable to accept anyone who has not made a booking due to operating under a COVID safe plan and to reduce waiting times. Appointments are available 8am-2.30pm. Families that know their sizes are encouraged to order through Munch Monitors. Pick up from senior campus office 12-4pm.

COVID-19 19 has had a profound effect on deliveries including uniforms. These are EQ approved offshore providers. Uniforms may be delayed until late January. It is likely that there may be a shortage of uniforms. Uniform shop will only run Mondays and Fridays in 2021 as well as payment windows. Families are encouraged to order through Munch Monitors as Department are wanting schools to go cash free.

Question from Trish - if ordered on munch monitors, do we need to make an appointment to pick up. Carlie F advised no. If ordered before 9am can pick up same day 12-4pm if ordered after 9pm can collect next day.

Question from Trish - Do Preps still get a free uniform? Lachlan advised yes. He will need to clarify how this can be reflected when ordering.

Question from Celena- Do separate appointments for each child answer? Carlie F advised yes, as some families may have several children which may not fit in the allocated times for appointment.

Question from Lorraine – Can older students come in to try on sizes during breaks so can be ordered online - yes

Carlie F advised that the items on munch monitors have measurements to assist with online ordering.

Lachlan advised, that due to potential uniform shortage, new families are being encouraged to purchase uniforms now to help with. Trish asked if the College would consider putting limits on number of purchases to help with ensuring stock levels for all families – Carlie F advised that she had not considered this but not sure that they could do this.

Celena thanked Carlie F for organising this system as it makes it much easier for parents.

10.3 BTS 2021, first day back and book packs

10.3 Returning to school in 2021. Plans to manage COVID risk on day one with students and families attending on site and bringing in book packs – Question posed by parent to the College

Cass talked about parents coming on site for Back to School 2021 is a hot topic in the news at the moment and asked how the College was planning to do BTS and parents dropping off book packs before or on day one?

Lachlan is keen to do book drop of before school starts. Will have requirements around it. All books must be labelled prior to being drop off, parents won't be able to hang around in classrooms and label items.

Prep parents can still come in and drop off their kids.

Other Business: P&C Meetings for 2021

	<p>Cass invited discussion around having hybrid meetings for 2021 – continuing to offer video conferencing as well as potentially face to face.</p> <p>Trish mentioned difficulties in our first hybrid meeting with not all participants being able to see and hear all sides. Cass agreed but acknowledged that the first meeting was a quick response to COVID and that if we went hybrid it would be well planned and tested beforehand.</p> <p>Lachlan said they have significantly upgraded conference facilities. Meeting room now has good conference facilities now with microphones, cameras, and a big screen. Lachlan advised we would be working with school’s IT to test this.</p> <p>Chris felt that face to face meeting have much better team feeling.</p> <p>Lachlan agreed that having a hybrid model could help support some who could not attend in person, for whatever reason, and that he planned to do a mix of both face-to-face and virtual attendance. Action: Lachlan to organise testing of the equipment with P&C.</p> <p><u>Other Business: Year 6 Community Spirit Award</u></p> <p>Trish asked about the plaque for perpetual year 6 Tash Simpson trophy as this will need to be printed and a frame for the certificate to be presented.</p> <p>Lachlan advised there is a new team running Year 6 celebrations this year. He will follow up. There are no known costs, however the group briefly discussed, and we think the costs previously were around \$30.</p> <p>Motion: To approve a budget of \$35 for a plaque and certificate frame for certificate for the perpetual trophy – Tash Simpson Community Spirit Award. Moved by: Desma Hsu Any objections: N Approved: Y</p> <p>Action: College to forward on award recipients details for the P&C exec to arrange certificate, purchase of frame and plaque engraving.</p> <p><u>Other Business: P&C Meetings as FaceBook events</u></p> <p>Trish requested for P&C Meeting to go back to be advertised as Facebook events. Lachlan mentioned that the meeting can also be added to the new Schoolzine app which integrates will with calendars and send reminders. Action: P&C exec to arrange meetings to be added to FB events.</p>
<p>11. Applications for membership and recording of new members</p>	<p>Nil applications for membership received.</p>
<p>12. Date of next meeting 13. Close</p>	<p>Monday 22nd February 2021 at 7pm</p> <p>Meeting closed 8.26pm</p> <p>With a Merry Christmas to everyone and to thank you for embracing online meetings in an unusual year it was.</p>

Minutes prepared by
Desma Hsu
P&C President

Certified true and correct by
Cassandra Aldcroft
P&C Vice-President
(A/Chair)

Ratified: RATIFIED 22ND FEBRUARY 2021

Actions Register

Updated 25th November 2020 from the November General Meeting

Actions from the current meeting and those outstanding from previous meetings:	Action Initiated	Update from this meeting
Issue debit card for the Capalaba State College Amateur Swimming Club debit card bank account to Lorraine Eggers and <u>Brian Gleeson</u> .	22/6/20	Still Pending, awaiting member to receive his debit card
Lachlan to follow up on the purchases of the items funded by the Discretionary Fund (arrange photographs) and update the P&C at the next meeting.	26/10/20	Lachlan to post photos of items once they have all arrived to help promote the P&C.
College representatives to review their grants wish list for 2021.	26/10/20	Pending
Cass to follow up with quotes, and should further information be required about the materials, or a visit on site required, Carlie F is happy to liaise with the plaque maker.	26/10/20	Carlie F confirmed plaque maker has made visit on site. Cass to follow up any variations to quote.
Carlie F will provide details for Lorraine and Celena to register for CPR training through the College.	23/11/20	Pending
2 nd hand uniform shop volunteer roster for back to school opening. Desma to send more information about dates and times where help is required, in a separate email.	23/11/20	Pending
P&C executive to arrange a Facebook post for old uniform donations and consignments to the second-hand uniform shop.	23/11/20	Pending
Second-hand uniform stock that may need repair or not be in saleable condition. Desma to work with the college to look at moving this box to the College to use as part of their donatable items.	23/11/20	Pending
Lachlan to include photos when the book club reward orders when they arrive as a standard school newsletter item.	23/11/20	Pending
Lachlan to organise testing of the meeting equipment with P&C in the new year.	23/11/20	Pending
Tash Simpson Community Spirit Award - College to forward on award recipients details for the P&C exec to arrange certificate, purchase of frame and plaque engraving.	23/11/20	Pending – next year
P&C exec to arrange future P&C meetings to be added to FB events.	23/11/20	Pending – next year

PnC Correspondence Register Extract for Meeting

Date	From	To	Subject
2020-11-16T00:43:14+00:00	vicepresident@capalabascpandc.com.au	members@capalabascpandc.com.au	P&C Meeting Monday 23rd November 2020
2020-11-16T01:31:08+00:00	cfree2@eq.edu.au	pandcexecutive@capalabasc.eq.edu.au	Pool - Swimming can recommence
2020-11-16T01:44:32+00:00	secretary@capalabascpandc.com.au	cfree2@eq.edu.au;pandcexecutive@capalabasc.eq.edu.au	RE: Pool - Swimming can recommence
2020-11-16T02:09:28+00:00	carlylougoun@outlook.com	pandcexecutive@capalabasc.eq.edu.au;bfren19@eq.edu.au	Re: P&C Meeting Monday 23rd November 2020
2020-11-16T05:47:36+00:00	snaum13@eq.edu.au	pandcexecutive@capalabasc.eq.edu.au	Fw: Don Brown MP fence signage
2020-11-16T05:49:24+00:00	cfree2@eq.edu.au	pandcexecutive@capalabasc.eq.edu.au	FW: Don Brown MP fence signage
2020-11-17T00:06:00+00:00	vicepresident@capalabascpandc.com.au	bfren19@eq.edu.au	Plant Update
2020-11-17T00:06:40+00:00	vicepresident@capalabascpandc.com.au	bfren19@eq.edu.au	Plant Update
2020-11-17T23:12:19+00:00	chairperson@capalabaswimmingclub.org.au	secretary@capalabaswimmingclub.org.au;treasurer@capalabaswimmingclub.org.au;vice-chairperson@capalabaswimmingclub.org.au	Fw: sale of one door fridge Capalaba QLD
2020-11-18T01:26:47+00:00	grants@capalabascpandc.com.au	supplementarygrants@volunteeringqld.org.au;president@capalabascpandc.com.au	Re: 2020 Supplementary Volunteer Grant Outcome
2020-11-18T04:32:16+00:00	supplementarygrants@volunteeringqld.org.au	grants@capalabascpandc.com.au;supplementarygrants@volunteeringqld.org.au;president@capalabascpandc.com.au	RE: 2020 Supplementary Volunteer Grant Outcome
2020-11-18T20:29:25+00:00	bookclub@capalabascpandc.com.au	Treasurer@capalabascpandc.com.au	Book Club Issue 8 Payment Request
2020-11-20T04:55:21+00:00	cfree2@eq.edu.au	pandcexecutive@capalabasc.eq.edu.au	P&C Meeting - Uniform Shop
2020-11-20T06:59:30+00:00	cfree2@eq.edu.au	pandcexecutive@capalabasc.eq.edu.au	SRS Documents for P&C Meeting
2020-11-22T10:20:26+00:00	secretary@capalabascpandc.com.au	members@capalabascpandc.com.au	FW: P&C Meeting - Uniform Shop
2020-11-23T05:27:12+00:00	cfree2@eq.edu.au	pandcexecutive@capalabasc.eq.edu.au	Information for tonight's P&C Meeting
2020-11-23T06:09:00+00:00	cfree2@eq.edu.au	pandcexecutive@capalabasc.eq.edu.au	SRS 2020 & 2021
2020-11-23T06:17:30+00:00	secretary@capalabascpandc.com.au	members@capalabascpandc.com.au	FW: Information for tonight's P&C Meeting
2020-11-23T06:19:13+00:00	secretary@capalabascpandc.com.au	members@capalabascpandc.com.au	FW: SRS 2020 & 2021
2020-11-23T21:42:57+00:00	Treasurer@capalabascpandc.com.au	Capalaba@parliament.qld.gov.au	FW: Don Brown MP fence signage
2020-11-25T00:11:20+00:00	lthat4@eq.edu.au	pandcexecutive@capalabasc.eq.edu.au	Amendment to my response about Tash Simpson Community Spirit Award.
2020-11-25T00:17:04+00:00	secretary@capalabascpandc.com.au	pandcexecutive@capalabasc.eq.edu.au;lthat4@eq.edu.au	Re: Amendment to my response about Tash Simpson Community Spirit Award.
2020-11-26T07:03:19+00:00	feedback@messaging.squareup.com	secretary@capalabascpandc.com.au	A customer left you positive feedback (#Z00V)
2020-11-26T20:46:10+00:00	secretary@capalabascpandc.com.au	members@capalabascpandc.com.au;fundraising.wg@capalabascpandc.com.au;grantwriters@capalabascpandc.com.au	P&C November Meeting - Draft Minutes & Update
2020-11-26T22:06:38+00:00	webstercf@gmail.com	secretary@capalabascpandc.com.au	RE: P&C November Meeting - Draft Minutes & Update
2020-11-26T22:24:28+00:00	cfree2@eq.edu.au	pandcexecutive@capalabasc.eq.edu.au	First aid training registration details for Swim Club Members
2020-11-26T22:27:10+00:00	vicepresident@capalabascpandc.com.au	pandcexecutive@capalabasc.eq.edu.au;cfree2@eq.edu.au	Re: First aid training registration details for Swim Club Members
2020-11-30T10:57:17+00:00	president@capalabascpandc.com.au	swimclub.officers@capalabascpandc.com.au	PnC Fridge
2020-11-30T10:58:53+00:00	secretary@capalabaswimmingclub.org.au	president@capalabascpandc.com.au;swimclub.officers@capalabascpandc.com.au	RE: PnC Fridge

PnC Correspondence Register Extract for Meeting

2020-11-30T11:19:07+00:00	president@capalabascpandc.com.au	secretary@capalabaswimmingclub.org.au;swimclub.officers@capalabascpandc.com.au	Re: PnC Fridge
2020-11-30T11:20:59+00:00	secretary@capalabaswimmingclub.org.au	president@capalabascpandc.com.au;swimclub.officers@capalabascpandc.com.au	RE: PnC Fridge
2020-12-02T23:30:09+00:00	cfree2@eq.edu.au	pandcexecutive@capalabasc.eq.edu.au	Mental Health Week - grant
2020-12-03T20:45:03+00:00	Treasurer@capalabascpandc.com.au	Smcowling@outlook.com;pandcexecutive@capalabasc.eq.edu.au	RE: Uniforms
2021-01-10T21:25:37+00:00	info@lacticzone.com.au		Custom 100% Silicon swim caps January 2021 Special LacticZONE
2021-01-18T05:46:55+00:00	greyn2@eq.edu.au	pandcexecutive@capalabasc.eq.edu.au	Phone message: ADVERTISING ON FENCE
2021-01-19T01:59:41+00:00	feedback@messaging.squareup.com	secretary@capalabascpandc.com.au	A customer left you positive feedback (#PLE9)
2021-01-20T00:32:30+00:00	no-reply@australiansuper.com	pandcexecutive@capalabasc.eq.edu.au	Reminder: Super Guarantee payment due soon
2021-01-21T21:42:18+00:00	mharr399@eq.edu.au	pandcexecutive@capalabasc.eq.edu.au	FW: Mother Day Stall Catalogue
2021-01-22T01:17:19+00:00	cfree2@eq.edu.au	pandcexecutive@capalabasc.eq.edu.au	Don Brown - New Signs
2021-01-22T02:48:21+00:00	Treasurer@capalabascpandc.com.au	cfree2@eq.edu.au;pandcexecutive@capalabasc.eq.edu.au	RE: Don Brown - New Signs
2021-01-27T03:06:12+00:00	beth@fountain.com.au	secretary@capalabascpandc.com.au	signs
2021-01-28T09:56:50+00:00	Treasurer@capalabascpandc.com.au	beth@fountain.com.au	RE: signs
2021-01-29T02:49:21+00:00	toni@homestylebake.com.au	toni@homestylebake.com.au	Smash Your 2021 Fundraising Goals



CAPALABA STATE COLLEGE
PARENTS & CITIZENS ASSOCIATION

Treasurer Report to P&C Meeting 22/02/2021

General Business

❖ Nil

Decision to pay outstanding bills

❖ Nil

Treasurer's Report (November 2020)

Opening Balance		\$25,560.11
Total Incoming (Credit)		\$1,239.00
2nd Hand Uniform Sales Cash	\$67.00	
2nd Hand Uniform Sales EFT	\$140.00	
NAIDOC Grant	\$1,000.00	
Surplus Funds - Teachers Cake Day	\$32.00	
Total Outgoings (Debits)		\$172.31
MYOB Monthly	\$59.50	
Square Fees	\$2.67	
Tfr funds to Main Debit card acc 10853064 (Christmas Tree)	\$11.40	
Bayside Packaging (Paper bags for Book Fair)	\$31.74	
Scholastic - Issue 8	\$67.00	
Closing Balance		\$26,626.80

Treasurer's Report (December 2020)

Opening Balance		\$26,626.80
Total Incoming (Credit)		\$3,552.00
2nd Hand Uniform Sales Cash	\$177.00	
Volunteering QLD Grant	\$2,958.00	
Bookfair	\$417.00	
Total Outgoings (Debits)		\$387.38
MYOB Monthly	\$59.50	
Tfr fund to Main DC 10853064 (Treasurer new HP Laser Printer)	\$279.00	
Tfr fund to Main DC 10853064 (Treasurer new HP Toner)	\$48.88	
Closing Balance		\$ 29,791.42

Treasurer's Report (January 2021)

Opening Balance		\$29,791.42
Total Incoming (Credit)		\$1,773.00
2nd Hand Uniform Sales Cash	\$191.00	
2nd Hand Uniform Sales EFT	\$1,497.00	
CBA School Banking Contributions	\$85.00	
Total Outgoings (Debits)		\$1,495.38
MYOB Monthly	\$59.50	
Square Fees	\$28.52	
Tfr funds to Main Debit card acc 10853064 (future purchases)	\$986.11	
Desma reimbursement – Coat Hangers	\$23.75	
Consignment payments (#87, #223 & #24)	\$397.50	
Closing Balance		\$ 30,069.04

Overall Financial position of Association (sum of all P&C accounts-include sub-committee accounts)

- As at 30th November, 2020: **\$41,186.17**
- As at 31st December, 2020: **\$45,167.78**
- As at 31st January, 2021: **\$46,115.77**

CAPALABA STATE COLLEGE AMATEUR SWIM CLUB



"Home of the Piranhas"

Established 1980



Report to P and C Meeting 21/02/21

Secretary Report

Registration Count:

Currently 38 paid swimmers, + 3 additional newbies paying this week. This brings the total to 41 active swimmers each swim night. Unfortunately a lot less than the previous seasons, but not bad for running during COVID.

Treasurer's Report

(Note - this is a combination of main and debit card accounts).

The opening balance as at the **1st November 2020** was \$13,164.13

Deposits: \$2703.53 (*inc \$1,000 deposited into debit account*)

Expenses: \$1623.49 (*inc \$1,000 drawn from main account*)

The **Closing balance** as at the **30th November 2020** was \$14,244.17

The opening balance as at the **1st December 2020** was \$14,244.17

Deposits: \$594.17

Expenses: \$45.06

The **Closing balance** as at the **31st December 2020** was \$14,793.28

The opening balance as at the **1st January 2021** was \$14,793.28

Deposits: \$0.00

Expenses: \$61.75

The **Closing balance** as at the **31st January 2021** was \$14,731.53

Operating Budget Consumables	\$3,000.00
Less Utilised October	\$793.50
Less Utilised November	\$343.03
Less Utilised December	\$45.06
Less Utilised January	\$61.75
Balance	\$1,756.66

Brad Aldcroft
Secretary

P and C Meeting

Monday, February 22nd 2021

Principal's Report

Acknowledgement of country

I would like to begin by acknowledging the Traditional Custodians of the land on which we all meet on today, both here and at home, and pay my respects to their Elders past and present.

Operational -

Hall refurbishment

- Lines being designed as we speak to accommodate a number of sports once the refurb is done.
- The tender has been awarded and starting not long after the investiture in a couple of weeks.

Air conditioning

- No news yet, it is slowly progressing

iPads

- Huge rollout, lots of positive feedback and so far only one breakage

Teaching

We have been investing a lot of work in the Deep Learning projects on the Senior Campus. Lots of experimenting in our scholars classes with best practice around inquiry based learning. It will be interesting to see the results at the end of the semester and the end of the year.

We are also focussing on workload reduction. You'll hear that a bit from me this year. With support from the Teacher's Union; we are all trying to work together to reduce the additional noise and busy work that occupies a Teachers' time; and let them get on with teaching.

The first review process kicks off on the Junior Campus next week.

Capability

Bayside Secondary Library Network
Black Card Cultural Capability Training
Workshop 1: Moving your Career Forward: Deepening Professional K...
Australian Inclusive Schooling Conference
Deepening Deep Learning Tasks and Scaffolding for Success
Deepening Deep Learning Tasks and Scaffolding for Succuss
Genetics Gig
Essential Skills Classroom Management
Supervising Preservice Teachers – 2 Day Train the Trainer
Classroom Profiling - Level 1
Essential Skills for Classroom Management (ESCM)
Essential Skills for Classroom Management
Essential Skills for Classroom Management
Reconnecting to learning – understanding the traumatised child
QTU Union Reps Conference
Classroom Profiling Level 1

Partners

- The Readlands Project (tentative/ working title)
- Talking Families
- Deadly Choices
- Year 1 Fire Education

Wellbeing

I'll be pushing staff wellbeing hard this year. We didn't reset over the holidays and people are already heightened, and when staff are heightened, students become heightened too.

We have so much happening, my reminder for our team is to stop wanting or responding to instant gratification. Take the time to stop, look the information up, get the right answer, and then proceed.

Performance

8% growth - 5% is meant to be an achievement!

Downward trend until 2017, hitting 797; and then up to 1016 this year

A+B we want 50%, we got 46.3%

Passing we want 80%, we got 80.8%

We are ignoring our attendance last year for obvious reasons, however will be making some proposals about how to reduce absenteeism using the iPads in particular for senior campus.

We had some great results for our Year 12 students. We don't actually get a list of the results from everyone, unless they choose to share it with us, so I can't get you many specifics, and I don't want to ruin the dux surprise either.



CAPALABA STATE COLLEGE
PARENTS & CITIZENS ASSOCIATION

Strategic Plan 2021 (incorporating Annual Operating Plan 2021)

February 2021 – February 2022

APPROVED at 22nd February 2021 General Meeting

About CSC P&C

OUR PURPOSE: To support and work in partnership with Capalaba State College, with the school principals and the school community, to promote the best interests of the College, facilitate its development and further improvement, to achieve the best outcomes for students.

Capalaba State College Parents and Citizens Association (CSC P&C), as a statutory body, sets to achieve this through supporting the:

- provision of adequate resources and learning materials to all rooms/facilities to enhance our children's learning in a positive and productive way;
- enhancing the current use of infrastructure and facilities;
- communicating the fundraising needs based on the long-term plans for the school, detailing why the money is required and how it will be spent, and being accountable for the spend;
- providing a forum for school community issues to be raised; and
- providing opportunities for the school community to celebrate together.

The P&C determines its level of involvement and commitment to the school based on the College Principal's plan for the year and what the teaching staff would like to achieve. As well as availability of volunteers.

Focus areas

As a not-for-profit with a potentially enormous scope of work and finite resources, CSC P&C recognises the need to prioritise its efforts to ensure the most efficient and effective approach to its work. Therefore, in pursuing its purpose, P&C has identified the following Focus Areas as key priorities for the period of this Plan.

Learning resources and materials, Classroom projects
Objective: Build and harness the P&C collective capabilities, capacities, and contributions of members.

Infrastructure and facilities
Objective: Build and harness the P&C collective capabilities, capacities, and contributions of members.

Collective Viability (sustainability and resilience)
Objective: Build and harness the P&C collective capabilities, capacities, and contributions of members.



**CAPALABA STATE COLLEGE
PARENTS & CITIZENS ASSOCIATION**

FUNDRAISING FORECAST 2021 with previous years comparative data

In 2020, the P&C achieved an income of approximately \$10,668.95 comprising of parent contributions, revenue from events and profits from P&C operations. Total incoming including grants was approximately \$51,626.95. Forecast fundraising in 2021 is \$27,850, and grants target of \$35,000. A breakdown can be found in the table below:

Revenue Source	2016	2017	2018	2019	Target 2020	Actual 2020	Target 2021
Parent Annual Contributions	\$2,501.00	\$ 520.74	\$310	\$285.50	\$300	\$140	\$200
Commbank Banking Commission	N/A	N/A	\$544.16	\$456.50	\$550	\$325	\$350
Fundraising and Social Events	\$858.96	\$9,305.20	\$2,753.97	\$4,232.07	\$4,232	\$2,396.33 ¹	\$5,500
Second Hand Uniform inc craft	\$1,798.31	\$2,842.55	\$2,249.80	-\$129.52 ²	\$1,500	\$1,690.20	\$1,500
Swimclub	N/A	\$996.41	\$2,105.35	\$2,399.14	\$3,500	\$3,856.46	\$4,242
College Fete	N/A	\$10,024.50	\$0	\$21,242.23	\$0 ³	N/A	N/A
Fence Advertising	\$3,506.25	\$ 9,281.25	\$9,487.50	\$11,344.75	\$12,000	\$3,506.25 ⁴	\$12,000
Election BBQs	\$1,548.00	\$987.97	N/A	\$526.11	\$0 ⁵	N/A	N/A
Stationary	N/A	\$2,043.15	\$2,078.46	\$2,342.66	\$2,800	\$2,611.17	\$2,000
Grants	Unknown	NIL	NIL	NIL	N/A	\$40,958	\$45,000
Total	\$5,133.43	\$38,337.85	\$27,730.53	\$42,699.44	\$26,082	\$51,626.95	\$63,750

¹ It is acknowledged that on 11 March 2020, the World Health Organisation's Director-General declared COVID-19 as a pandemic. During 2020 our P&C participated in limited face-to-face fundraising activities.

² The negative balance was created due to outstanding consignments submitted in the subsequent year.

³ This figure has been adjusted to \$0 due to cancellation of the 2021 Fete.

⁴ During COVID it was decided by the P&C to give advertising businesses a reprieve from a portion of their fees.

⁵ This figure adjusted to \$0 as restrictions did not allow / made it difficult for Election BBQs to occur.



**CAPALABA STATE COLLEGE
PARENTS & CITIZENS ASSOCIATION**

KEY GOALS & INITIATIVES 2020 Reflection

- Fundraising target of \$26,082 was exceeded. The P&C volunteers should be very proud that in the face of an uncertain year that this was the result.
- Successful transition of all P&C related email domains and document management to a cloud hosting solution with free licensing for Not for Profits using Microsoft Business 365.
- Communications streamlined with continued use of the P&C Facebook page, increase use of the College website and newsletters. Recommendation that the P&C open a position for social media and marketing
- Successful introduction of a Fundraising Working Group which has grown to 39 members as at 16/02/2021.
- Successful introduction of video conferencing as a flexible attendance platform for P&C related meetings.
- Successful introduction of debit cards for identified committee members to assist in financial management expenditure and tracking.
- In progress: Introduce the inclusion of the Student Management Team as an important stakeholder to feed into P&C activities.
- In progress: Increase P&C community engagement- increase average attendance at P&C meetings to 20 members, increased attendance of fundraising events

KEY GOALS & INITIATIVES FOR 2021

- Fundraising target of \$27,850 and Grants target of \$35,000. As COVID-19 is still a public health issue faced by our community, we acknowledge that we need to be flexible with our fundraising goals as the year progresses.
- Continue working with the Junior Student Management Team as an important stakeholder to feed into P&C activities.
- Improvement of the P&C Website as a complimentary forum for communication.
- Increased recognition of P&C volunteers in our school community.
- Increase P&C community engagement- increase average attendance at P&C meetings to 20 members, increased attendance of fundraising events.

IMPROVEMENT PRIORITIES FOR 2021 (not in order of priority)

Project Description	P&C Funds Allocated	Project Status
Outdoor seating for the Junior and Senior Campus		Will be subject to grant applications / sponsorships.
Second Water Refill Station for Junior Campus		Will be subject to grant applications / sponsorships.
Soft-fall for Playgrounds / Rubber	\$35,000	Pending allocated areas. Invoice must be in P&C name.
The Walk		Project initiation, requires scoping and



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PARENTS & CITIZENS ASSOCIATION**

		engaging a landscape architect for plans.
Mural Artwork		Scoping project and how to support SMT Jnr Campus. This initiative is about supporting SMT-Jr to complete their goal of mural artwork. Funding to be via Containers for Change and Volunteer commitment.

"The Walk" - Fundraising Goal: \$75,000 (fundraising, sponsorships and grants)

There has been an increase in the use of outdoor spaces as an alternative to classroom learning. This has coincided with the introduction in 2020 of the Montessori classes. Current outside learning areas are now also being used by mainstream classes across both the primary and secondary campuses.

The proposed walk links senior to junior campus, with the walk start/end from behind the Montessori classroom block where the new shed has been built and run it along the side, behind houses, towards where the current Schools Officer shed is and then follow it around to where the current forest school area is.

The walk will continue onto the senior campus ending at the car park. This is a great opportunity to plant this area up with appropriate native plants and create a safe walking area between the campuses. Students already use this area to walk between the campuses and in wet weather, the ground can become very muddy and slippery.

The Schools Officers have highlighted that it becomes hard to mow this area as it is very muddy even with a little bit of rain. Hence, planting up the area with appropriate plants, would help make this area more user friendly and cut out the need to mow some of the area that is causing an issue.

The 'walk' will have various stops along the route where you can stop and:

- use the space as an outdoor classroom – seating of some sort eg wooden stumps or sandstone
- have various Aboriginal and Torres Strait Islander artworks integrated throughout the walk
- enjoy a sensory garden area
- play musical instruments made of natural materials
- free play in areas (e.g. building cubbies)
- safeguard areas that are left 'natural' and allow for weeding and regeneration and revegetation work only
- provide a reflective area for artwork; reading; quiet work; meditation etc



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- highlight seasonal sections for the vegetation
- prepare food in an outdoor working kitchen / wood working shed
- host a yarning circle in an undercover gazebo

"Mural Artwork" - Fundraising Goal: TBD (fundraising, grants and volunteer time)

Both the Junior Campus Student Management Committee and the P&C Fundraising Working Group have separately expressed interest in working towards painting murals on the grounds of the junior campus. It is suggested both groups work together towards this common goal. Informal preliminary discussions have occurred with the Junior Deputy Principal who is keen to work together creating a linkage between the P&C Fundraising Activities and the goals of the students.

The motivation behind the murals would be a symbol of connectivity between the students, school and the wider school community; and to inspire students. Mural artworks invites bland and underutilised space within school grounds to be transformed into active and inviting places for both learning and play. The joint venture would be one where the students are activity involved in the planning and execution of the work, leveraging the ideas and values of the wider community and the skills of the P&C volunteers (i.e. artistic skills, obtaining funding / donations).

FUNDRAISING FOR 2021

Fundraising Event	Fundraising Connection
Term 1	
Disco P-6	Discretionary Fund / The Walk
Parent Welcome Dinner	The Walk
Easter Fundraiser	The Walk
Term 2	
Mother's Day Stall	The Walk
Book Fair	School resources through scholastic
Athletics Day BBQ	The Walk
Krispy Kremes	Discretionary Fund
Term 3	
Father's Day Stall	The Walk
Father's Day event fundraiser	The Walk
Bunnings BBQ	Discretionary Fund
Berry Fundraiser	General
Disco P-6	Discretionary Fund
Term 4	
Christmas Concert P-3 BBQ	General
Santa Photos	The Walk



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Booklists	General
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Other potential fundraising events include: Outdoor movie night, Colour Fun Run

GRANTS

Strategy	Outcome	Timeframe	Cost
Grants as they become available/Grant Committee members	Obtain additional funds for identified projects or items from the school wish list	Ongoing	N/A

YEARLY TARGETED DONATIONS TO SCHOOL

Item	Area of School	Timeframe	Cost
Student Representative Policy	Representative Sport	Ongoing	\$600
Discretionary Funding	All	Term 2 & 3	\$6000
Year 12 Graduation Plant	Year 12	Term 4	\$25 Budget
Community Spirit Award	Year 6	Term 4	\$50 Budget
Staff appreciation events	All	Term 1	\$200 Budget

Student Representative Policy

Allocation: up to \$600

An annual contribution of \$600 made available for up to 12 students who represent the college in state or national competition. Students must have achieved this level of competition through an initial involvement at a school level to qualify. An amount of \$50.00 per student is available. If there is any portion of the \$600.00 left over at the end of a calendar year, this amount will not roll over to the following year. All students must apply using the relevant paperwork and be endorsed by a teacher at the College.

Request for Discretionary Funding

Allocation: up to \$6000

Round 1 2021 closing Monday 10th May with successful applications determined at Monday 24th May General Meeting

Round 2 2021 closing Monday 9th August with successful applications determined at Monday 23rd August General Meeting.

- Purpose to make funding available to for initiatives that promote the interests and provide benefit to the College students.
- Teachers and non-teaching staff are welcome to apply for discretionary funding. Each round will consist of \$3000, with a limit of up to \$800 per project or resource.



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- Applications will be received and reviewed by P&C Executive in consultation with the College Principal with successful applications announced at the corresponding General Meeting.

Year 12 Graduation Plant

Allocation: up to \$25

The P&C purchase and donate a shrub that is low allergen, low scent and low pollen to add to the Year 12 Graduation garden annually. This plant is purchased and presented in November.

Community Spirit Award

Allocation: up to \$50

An annual award honouring the late P&C life member Natasha Simpson. In 2018, the P&C resolved to present an award annually to a Year 6 student in Natasha’s honour. “The Natasha Simpson Memorial P&C Community Spirit Award" will continue to be presented annually in the presence of a member of the P&C Executive and an invitation for a member of Natasha’s family to present. Allocation of up to \$50 for the purchase of a plaque for the perpetual trophy, and the printing and framing of a certificate.

Staff appreciation events

Allocation: up to \$200

A budgeted annual allocation for \$200 to be used for staff appreciation events such as purchasing a cake for world teacher’s day, schools officers barbeque, and other staff appreciation events. This budget will cover any of the College’s requests for such use.

Additional Fundraising

Allocation: TBA

The P&C will engage (contingent on volunteers) with the Year 5 and Year 12 cohorts in ways to assist with Formal fundraising and Year 6 shirt fundraising. With a large focus on student ownership as facilitated by the Student Management Teams on both campuses. It is recommended that the Student Management Teams propose how the support will look and how to engage the P&C for assistance. This concept encourages co-collaboration and student leadership.

TRAINING AND SUPPORT FOR 2021

VOLUNTEERS

Strategy	Outcome	Timeframe	Cost
Strategic plan and AOP	To ensure that each volunteer is aware of the P&C Strategic Plan and AOP	As required for new volunteers	\$0
Volunteer sign on forms and student protection risk	After each event, volunteers have signed the	As required	\$0



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management strategy factsheet	volunteer form, which includes the student protection factsheet		
Mandatory training program – read document and complete Record of Completion section to give to P&C Executive Committee member for records	Volunteers must complete this process annually to present the Record of Completion when visiting a departmental site.	Annually	\$0

P&C EXECUTIVE

Strategy	Outcome	Timeframe	Cost
2021 P&C conference	Attend 2021 P&C conference	September 2021	\$600-\$800 per delegate x 2, apply for part funding for 1 delegate from P&C Qld
First Aid training	Provide First Aid & CPR	April 2021	\$120ea up to 4 attendees
P&C training as available	Attend training where available	When applicable	Usually free

P&C SWIM CLUB SUBCOMMITTEE

Strategy	Outcome	Timeframe	Cost
First Aid training	Provide First Aid & CPR	April 2021	\$120ea up to 2 attendees
Food Safety Certificate	Canteen Manager to attend	As required	\$100

BUDGET FOR 2021

	Forecast 2021
Income	
2nd Hand Uniform Sales	\$3,500.00
Berry Fundraiser	\$1,500.00
Donation/Gift Income	\$200.00
Fence Advertising Income	\$12,000.00
Grant Income	\$45,000.00
Mother's Day Stall Sale	\$1,600.00



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P&C Athletics BBQ	\$600.00
P&C Bunnings Sausage Sales	\$2,300.00
P&C Disco Sales	\$2,500.00
P&C Father's Day Stall Sales	\$2,400.00
P&C Krispy Kreme Fundraiser	\$5,000.00
Parents Yearly Contributions	\$200.00
Parent Welcome Dinner	\$1,500.00
School Banking Commission	\$350.00
P&C P-3 Xmas BBQ Sales	\$600.00
Santa Photos	\$2,000.00
Scholastic Book Club	\$950.00
School Book Lists Commission	\$2,000.00
Swim Club Canteen takings	\$5,000.00
Swim Club Merchandise Sale	\$100.00
Swim Club Participation Fees	\$750.00
Total Income	\$90,050.00
Total Cost Of Sales	\$0.00
Gross Profit	\$90,050.00
Expenses	
General Expenses	
2nd Hand Consignment Uniform	\$1,500.00
Accounting Fees	\$1,320.00
Berry Fundraiser Supplies	\$500.00
CommBiz Fees	\$30.00
Disco Expense	\$750.00
Donation to Capalaba State College	\$35,000.00
Father's Day Stall Supplies	\$1,000.00
P&C 1st Aid Course	\$280.00
MYOB Monthly Fee	\$740.00
P&C Athletics BBQ supplies	\$300.00
P&C Bunnings Sausage Supplies	\$950.00
P&C Conference	\$1,500.00
P&C Krispy Kreme Purchasers	\$3,245.00
P&C Krispy Kreme Delivery Fee	\$135.00
P&C Mother's Day Advertising	\$20.00
P&C Mother's Day Stall Supplies	\$1,600.00
P&C P-3 Xmas BBQ Supplies	\$300.00
P&C Printer Supplies	\$200.00
P&C Supplies	\$750.00
P&C Square Fee (Total)	\$305.00
P&C Year 12 Tree Sup	\$25.00
Parent Welcome Dinner Costs	\$1,000.00
Santa Photo Cost	\$1,000.00
Scholastic Book Club	\$600.00
Smart Gifts Delivery Fee	\$10.00
Stationery P&C	\$250.00
Swim Club Canteen Supplies	\$2,750.00
Swim Club Trophies	\$250.00



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Swim Club Web Expense	\$55.00
Total General Expenses	\$56,365.00
Other Expenses	
World Teachers Day Cake Exp	\$100.00
Other Appreciation Staff Events	\$100.00
Student Representative Policy	\$600.00
Request for Discretionary Funding	\$6,000.00
Community Spirit Award	\$50.00
Total Other Expenses	\$6,850.00
Insurance Expenses	
Public Liability Insurance	\$2,710.00
Student Injury Insurance	\$3,920.00
Total Insurance Expenses	\$6,630.00
Total Expenses	\$69,845.00
Operating Profit	\$20,205.00
Net Profit/(Loss)	\$20,205.00

*Comments:

- Forecast figures are based on historic actual revenue from previous years (pre-Covid), market research, and/or Executive decision.
- The fundraising targets/events remain subject to Government directive; therefore, these figures may need to be adjusted if Covid restrictions are imposed

Attachment 1 – College Funding Wish List – under development

The list below has been developed by CSC P&C in consultation with the College. The purpose of this list is to provide a reference point for this Annual Plan and requires annual revision for future plans. This list can be used as a reference for P&C fundraising and grant writing activities. It is not exhaustive.

Component	Description	Audience	Value (\$)	Funding Opportunities
Facilities / Major Project	<ol style="list-style-type: none"> 1. Bush regeneration – Nature Freedom partnership 2. Shade for Basketball and Volleyball courts 3. Campus artwork – walls toilets etc – murals reflecting college expectations 4. Outdoor classroom spaces – junior and senior 5. New long jump sand pit 6. Junior playscape / digging area, adventure playground 7. Junior colourful games painted on asphalt 8. Junior sensory garden 9. Water bubbler / tap near senior basketball / tennis courts / Junior Red Zone / Junior Library 10. Tuckshop Re-fit Junior and Senior campus 11. Heating for the Swimming Pool 12. New Lane ropes for the Swimming Pool 13. Painting the Swimming Pool Grand Stand 14. Under Cover walkways on Junior Campus linking the Hall and Admin buildings to existing covered walkways so students and staff can get around without getting wet. 15. Under Cover walkways on Junior Campus linking the Hall and Admin buildings to existing covered walkways so students and staff can get around without getting wet. 			<ol style="list-style-type: none"> 1. \$10,000 Conservation Grant July

	16. Water Tanks 17. Grand Stand seating for Junior Campus oval and Senior Campus Ovals 18. Seating on Senior Campus – Aluminum Picnic Benches. 19. Lighting and Sound System upgrades in both Junior and Senior Halls.			
Curriculum	20. 900 x 600 Laser cutter for IDT 21. Funds for the UAV / RPAs Program in ITD 22. Money to refurbish rooms in ITD 23. P&C Librarian traineeship			
Early Years (P-1)				
Enrichment and Extension	24. Kitchen garden (Stephanie Alexander) 25. School Orchard 26. Discretionary fund program			Brisbane Airport \$1000 Ergon Energy \$5000
HPE				
ICT / E-learning				
Students with disabilities	27. Extra TA time for all classroom, across college			
STEM	28. Lifting the coding program (Junior), Robotics (senior)			
The Arts				
Student Welfare				
* IDEAS*	IDEAS generation for wish list <ul style="list-style-type: none"> • Supporting families into school • Multicultural support 			

	<ul style="list-style-type: none"> • Youth disengagement • Music programs • Student Council – how does it work • Golf Buggy – transport between campus • Guest speaking for senior development – tax, kids entrepreneur • Smart kids – scholars junior • Driver program – lesson partner • Equipment for Health Academy 			
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